

Sam Houston State University
A Member of the Texas State University System

Finance & Operations Policy FO-19
Purchase of Food, Flowers, Promotional Items and Gifts

Food Purchases

University departments may not use state funds to purchase food, with the exception of the Law Enforcement Management Institute of Texas and the Corrections Management Institute of Texas. All food, beverage, and refreshment purchases require the approval of the Financial Manager and shall be funded only out of auxiliary, designated, restricted, or gift funds.

Ref: *Rules and Regulations* of The Texas State University System, Chapter III Section 6.8.

Approved food purchases must be completed utilizing one of the following procedures:

1. P-Card Purchase – If the department wishes to pay the restaurant or other vendor directly to purchase food, beverages, or refreshments that will be consumed by faculty, staff, students, or others, they must submit Form FO-19, to the Financial Manager for review and approval. Complete form FO-19 in BearKatBuy.
2. Purchase Requisition/Purchase Order – If the vendor does not accept P-Card purchases and the department wishes to pay the restaurant or other vendor directly to purchase food, beverage, or refreshments that will be consumed by faculty, staff, students, or others, the department must submit a form FO-19, to the Financial Manager for review and approval. Complete form FO-19 in BearKatBuy.
3. All campus **catered** events must be processed using the *Aramark Ordering Form* available on BearKatBuy. The form FO-19 approval is embedded within the Aramark catering form.

Gift Purchases

Definition of a Gift: A voluntary conveyance of something of value as a gesture of good will or appreciation.

Departments requesting approval to purchase a gift, flowers, or promotional items must submit form FO-19, to the Department Head (or designee) for review and approval. The approved FO-19, and receipt must be included with the Expense Report or payment voucher.

Promotional Items with the SHSU name/logo are not considered gifts as long as they are not excessive in nature. Examples of promotional items include, but are not limited to, t-shirts, cups, mugs, key chains, tote bags, caps, or other memorabilia. Promotional items must be approved by the Financial Manager on the FO-19 Form.

Alcoholic Beverages

Alcoholic beverage purchases require the approval of the Department Head (or designee) and the President. Alcoholic beverage service is limited to “special use” buildings or facilities designated by the President. Requestor should submit the Aramark Catering Form through BearKatBuy. BearKatBuy will automatically route the Aramark Catering Form to the President for approval, as well as to University Police. -Once a Purchase order is issued, the department must manually send a copy of the purchase order to the building liaison so they are aware of the event at which alcohol will be served.

Ref: *Rules and Regulations* of The Texas State University System, Chapter VII Section 4.1.

Reimbursement – The department head may authorize an employee to bear the expense for meals for visitor(s)/drinks for visitor(s) and then be reimbursed, no Purchase Requisition is required. The employee should complete a Direct Pay Form in BearKatBuy for reimbursement of expense incurred. The Direct Pay Form must also be approved by the Financial Manager and must include the following information:

- a. The names of all persons who were entertained or served.
- b. The name of the restaurant or other vendor.
- c. The receipt from the restaurant or vendor.
- d. The date the expense was incurred.
- e. The business purpose that required the expenditure.
- f. If the reimbursement is requested by the individual with signature authority, the next higher level of authorized personnel must approve.
- g. Payment must be made from local funds only (auxiliary, designated, restricted, or gift).

Complete the FO-19 Form in BearKatBuy and attach to the Direct Pay payment request.

Please refer to The Texas State University System Rules and Regulations (dated August 13, 2020) Chapter III Section 6.8 thru 6.824 for additional guidance.

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Date: 3/2021